



# City of Tempe

## DEPUTY INTERNAL SERVICES DIRECTOR – EMPLOYEE DEVELOPMENT

### JOB CLASSIFICATION INFORMATION

|                                |                   |                                 |                              |
|--------------------------------|-------------------|---------------------------------|------------------------------|
| <i>Job Code:</i>               | 022               | <i>FLSA Status:</i>             | Exempt                       |
| <i>Department:</i>             | Internal Services | <i>Salary / Hourly Minimum:</i> | \$105,665                    |
| <i>Supervision Level:</i>      | Deputy Director   | <i>Salary / Hourly Maximum:</i> | \$142,648                    |
| <i>Employee Group:</i>         | SMT               | <i>State Retirement Group:</i>  | ASRS                         |
| <i>Status:</i>                 | Unclassified      | <i>Market Group:</i>            | Deputy City Manager          |
| <i>Drug Screen / Physical:</i> | N                 | <i>EEO4 Group:</i>              | Officials and Administrators |

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Reports to and is directly supervised by the Internal Services Director.

May exercise direct, technical or functional supervision over management, supervisory and/or line level staff.

### MINIMUM QUALIFICATIONS

|                                 |  |
|---------------------------------|--|
| <i>Experience:</i>              | Five years of professional experience in adult education, training and development, human resources management, or a field related to the core functions of this position including two years of supervisory responsibility. |
| <i>Education:</i>               | A Master's degree from an accredited college or university with major course work in educational leadership, public or business administration, or a degree related to the core functions of this position.                  |
| <i>License / Certification:</i> | Must possess and maintain a valid driver's license.  |

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To oversee the planning, developing, directing and marketing of a comprehensive learning, development and performance management program for the organization and its employees; to take the lead with researching, developing, implementing, and administering employee learning, development and performance

management processes, and training programs; responsible for promoting and evaluating the employee development programs and initiatives; and responsible for creating and maintaining a continuous learning environment for the City.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Assist in the development, planning, and implementation of department goals and objectives and recommend, implement, and administer department policies and procedures.
- Coordinate division activities with those of other departments; provide staff assistance to the Internal Services Director; and prepare and present staff reports and other necessary correspondence.
- Participate in the development of the division work plan; assign work activities, projects and programs; monitor workflow; and review and evaluate work products, methods and procedures.
- Develop and administer the Employee Development budget; forecast funds needed for staffing, equipment, materials, and supplies; and monitor/approve expenditures and implement midyear adjustments.
- Participate in the development, administration, and improvements of the employee learning development and performance management processes, and training programs; promoting the employee development programs and initiatives; monitors the effectiveness of current employee learning and development efforts; and responsible for creating and maintaining a continuous learning environment for the City.
- Communicate customer feedback, trends, issues, and results from employee development processes, programs, and initiatives to the appropriate department and/or senior management personnel.
- Participate on a variety of committees; attend and participate in professional groups; and prepare and deliver presentations before the City Council and other boards, commissions and community organizations.
- Advise and assist employees and supervisors as well as department and senior management in a variety of employee learning, training, and development opportunities.
- Prepare and present training programs to employees; evaluate program acceptance and effectiveness and prepare comprehensive reports of results.
- Travel to various City locations to teach classes, provide trainings, and attend meetings.
- Oversee and participate in the negotiation of contracts with a variety of vendors and service providers.
- Provide pro-active performance planning utilizing performance management tools.

- Manage and oversee training need assessments, analyze results, define learning objectives, and identify delivery methods (both technical and non-technical).
- Attend professional development activities to stay current with trends in the employee and organizational development fields.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- May lift and carry materials weighing up to 25 pounds;
- May work in a stationary position for considerable periods of time;
- Operate computer, telephone, calculator, and other office machines;
- May travel to/from meetings and various locations;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- Continuous and repetitive arm, hand and eye movement.

## COMPETENCIES

| CLASSIFICATION LEVEL   | INCLUDES      | COMPETENCIES   |
|--|---------------|--|
| Foundational   | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory  | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability                              |
| Supervisory  | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others                   |
| Manager  | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring       |
| Deputy Director  | In Addition > | Entrepreneurship and Networking  |
| Director   | In Addition > | Organizational Vision  |
| <p><i>For more information about the City of Tempe's competencies for all classifications:</i><br/> <a href="#">City of Tempe, AZ : Competencies</a></p> |               |  |

## JOB DESCRIPTION HISTORY

*Effective June 2019*